

Agent Information

1.000 Introduction

In 1959, the Legislature established a unique statewide numbering system for vessels. In addition to preventing theft, the Legislature wanted to provide a uniform means of vessel identification and registration.

In 1970, the Legislature transferred specific sections of the Harbors and Navigation Code to the Vehicle Code to create Division 3.5, Registration and Transfer of Vessels. As a result, the Department of Motor Vehicles (DMV) assumed the responsibility for both registering undocumented vessels and for administering the vessel agent program.

All undocumented vessels using California waters **must** display a current California registration number (CF number). Vessels may be registered or transferred through any DMV field office, Sacramento Headquarters, or authorized vessel agent.

1.005 Undocumented Vessel Registration Program

Vehicle Code Section 9858 authorizes the department to appoint vessel agents to accept registration or transfer applications for undocumented vessels and to issue permanent vessel numbers and temporary certificates of number. Vessel agents are appointed but **not** licensed by the department. They are assigned a unique vessel agent number, which is entered on registration documents. Documented vessels are processed by the United States Coast Guard and are issued a marine certificate. Throughout this handbook the term “vessel” refers to an *undocumented* vessel.

The Vessel Section at DMV Sacramento Headquarters (in Registration Processing Unit II) reviews and processes vessel registration documents submitted by vessel agents. The Occupational Licensing Branch accepts vessel agent applications, appoints applicants to act as agents, maintains appointment records, and ensures compliance of vessel agent program responsibilities.

A listing of the Occupational Licensing Branch field locations is available on the DMV website at www.dmv.ca.gov under Vehicle Industry & Commercial Permits or by calling (916) 229-3126.

<i>Questions about a</i>	<i>are referred to...</i>
registration or transfer application	Registration Operations Vessel Section, MS E272 PO Box 942869 Sacramento, CA 94269-0001 (916) 657-6893
request for accountable items	Occupational Licensing Unit, MS L224 PO Box 932342 Sacramento, CA 94232-3420 (916) 229-3126
application for appointment	the local departmental investigations office. (916) 229-3126
duties, requirements, or responsibilities	

1.010 Occupational Licensing Branch

To contact your local Occupational Licensing Branch for forms, application packages, general questions, or to speak with a licensing inspector, call the number listed above. The DMV maintains an Internet website at www.dmv.ca.gov that provides vessel agents with up to date information and access to printable forms. Navigate to “Vehicle Industry & Commercial Permits” on the DMV homepage.

1.015 Undocumented Vessel Registration Agents (Vehicle Code §9858)

The department may authorize undocumented vessel registration agents by contractual agreement upon review and approval of the following:

- Application for Appointment and Agreement as a Non-Public Undocumented Vessel Registration Agent (OL 54).
- Agreement for Appointment as an Undocumented Vessel Registration Agency (OL 261).

1.020 Conditions for Appointment (California Code of Regulations §190.34)

The conditions for appointment as a vessel agent are:

- Maintain a place of business related to the marine industry that is open to the general public.
- Identify the place of business by a sign or other prominent display of the business name.
- Keep separate all monies collected for the registration of vessels and account for these funds on forms in accordance with procedures established by DMV (Vehicle Code §9859).

- Make available for review, and return on demand to a state employee authorized by the department, any or all supplies issued by the department.
- Notify the department immediately in writing of any change in the business, including location, termination of business, or any other circumstances which would warrant discontinuation of the appointment.

1.025 Duties of Agents (VC §§9858, 9859 and CCR §§190.36, 190.38)

Vessel agents may process the following applications for their customers:

- Original vessel registration.
- Transfer of vessel ownership.
- Renewal of vessel registration.
- Duplicate Certificates of Ownership, Certificates of Number, and stickers.

Vessel agents can only register the vessels or trailers they sell.

Vessel registration agents must:

- Remit state funds by agent's check, certified check, or money order made payable to DMV for the amount of the fees collected.
- Prepare a Transmittal of Vessel Registration Applications (ADM 173-1) for all transactions processed and send with documents and remittance to the DMV at least once a week.
- Complete and provide a quarterly Physical Inventory of Accountable Items (BOAT 124-1) by the fifth of January, April, July, and October.
- If, by the end of the month, no transactions have been processed, prepare a transmittal (ADM 173-1) indicating, "No transactions during the month" and forward to DMV.

Vessel agents **must** send their work directly to Sacramento Headquarters with a transmittal listing (ADM 173). **Do not** send registration applications/fees to local field offices or request accountable items/forms. Only Sacramento Headquarters can process vessel agents work.

Submit all documents to:

Department of Motor Vehicles
Vessel Section, MS E272
PO Box 942869
Sacramento, CA 94269-0001

1.030 Vessel Forms for Agent's Use Only

<i>Form Number</i>	<i>Form Name</i>
ADM 173-1	Transmittal of Vessel Registration Applications
BOAT 124-1	Physical Inventory of Accountable Items
BOAT 146	Hull Identification Number Assignment
OL 54**	Application for Appointment and Agreement as a Non-Public Undocumented Vessel Registration Agent
OL 261	Agreement for Appointment as Undocumented Vessel Registration Agency
BOAT 102*	Permanent Vessel Number and Temporary Certificate of Number
BOAT 103*	Miscellaneous Receipt and Temporary Certificate of Number
BOAT 104*	Vessel Registration Stickers

*Accountable forms must be ordered. They are no longer automatically distributed.

** This form is available on the Internet at www.dmv.ca.gov.

1.035 How to Order Vessel Forms and Supplies

Vessel agents may obtain forms:

- By phone: (916) 229-3126
- By FAX: (916) 229-4728
- In writing:

Department of Motor Vehicles
Occupational Licensing Branch MS L224
PO Box 932342
Sacramento, CA 94232-3420

The department sends supplies first class mail or courier service, therefore, to ensure delivery, someone must be present to receive the order. Allow a minimum of 10 work days for delivery.

IMPORTANT: Upon receipt of accountable items, verify the numerical sequence of the supplies and note any discrepancies on the white copy of the Notice of Transfer of Accountable or Controlled Items (ADM 518). Give these items the same care as cash. Sign, date, and return the white copy of the ADM 518 to the address above.

1.040 Urgent Requests for Forms

A vessel agent or agent's authorized representative may obtain accountable forms (BOAT 102, 103, and 104) by contacting the local Occupational Licensing Branch office (See section 1.010). Submit a letter of authorization on the vessel agent's letterhead. The letter must state the number and identify the accountable items needed and the name of the person who will pick up the supplies. The authorized person must display sufficient identification (e.g., a driver license or identification card) before accountable items will be released.

1.045 Other Vessel Registration Related Forms

There is no charge to obtain other vessel registration forms or related forms. Submit a written request on the vessel agent's letterhead to:

Department of Motor Vehicles
Materials Management
4201 Sierra Point Drive, Suite 112
Sacramento, CA 95834-1998
or by FAX at: (916) 928-7900

<i>Form Number</i>	<i>Form Name</i>
ADM 518	Notice of Transfer of Accountable or Controlled Items
BOAT 100*	Application for Historical Vessel Plaque
BOAT 101*	Application for Registration Number, Certificate of Ownership and Certificate of Number for Undocumented Vessel
BOAT 101A	Application for Boat Registration Number (Dealer-Manufacturer)
BOAT 110	Vessel Dealer or Manufacturer's Sales Tax Certification
BOAT 111	Vessel Verification

<i>Form Number</i>	<i>Form Name</i>
BOAT 152*	Application for Lien Sale Authorization and Lienholder's Certification Vessel or Vessel/Trailer Valued Over \$1,500
REG 5*	Affidavit for Transfer Without Probate-California Titled Vehicle or Vessels Only
REG 101*	Statement to Record Ownership/Statement of Error or Erasure
REG 102*	Certificate of Non-Operation/Planned Non-Operation Certificate
REG 119*	Certificate of Repossession-Conditional Sale Contract
REG 138*	Notice of Transfer and Release of Liability
REG 156*	Application for Replacement Plates, Stickers, Documents (Duplicate or Substitute Vessel Sticker/Certificate of Number)
REG 166*	Lien Satisfied/Title Holder Release
REG 227*	Application for Duplicate Title
REG 256*	Miscellaneous Statements of Fact
REG 256A*	Miscellaneous Certifications
REG 262	Vehicle/Vessel Transfer and Reassignment Form
DMV 14*	Notice of Change of Address
INFO 1126*	Registration Information Request for Lien Sale

* These forms are available on the department's website at www.dmv.ca.gov.

1.050 Document Preparation Service Fee (Vehicle Code §9858.1)

A vessel agent may charge a document preparation fee **not** to exceed twenty (\$20) dollars. This fee is collected at the vessel agent's discretion and is not remitted to the department. It is unlawful to represent this as a government fee.

1.055 Registration Related Services for Vessel Owners

An agent may provide the following information and forms to the public:

- Notice of Release of Liability (REG 138)

The seller of an undocumented numbered vessel must notify DMV within 5 days of the date of the sale (Vehicle Code §9911). **Do not** forward this form to the department. It must be mailed by the seller directly to:

Department of Motor Vehicles
PO Box 942859
Sacramento, CA 94259-0001

- Correction or Change of Address

If there has been a change of address, have the owner complete a Notice of Change of Address (DMV 14). Advise the owner to correct the address shown on the Certificate of Number by lining out the old address and entering the correct address. Send the DMV 14 to the department along with the weekly agent's Transmittal of Vessel Registration Applications (ADM 173-1), or have the applicant mail the DMV 14 to the department using the address shown on the form.

1.060 Business Licensing

The DMV does not license vessel and marine dealers. Contact the State Board of Equalization or your local county or city administration offices for information regarding retail business licenses.

1.065 Yacht and Ship Brokers (Harbors & Navigation Code §701)

Yacht and ship brokers negotiate the purchase, sale, or exchange of yachts and **do not** own the yachts. Yacht and ship brokers (and "for hire" operators) are licensed by the Department of Boating and Waterways. For yacht/ship brokers and for hire vessel operator's licenses, write to:

Department of Boating and Waterways
Attention: Brokers and For Hire Operator's Licensing
2000 Evergreen Street, Suite 100
Sacramento, CA 95815-3896

The internet address for the Boating and Waterways Yacht/Ship Brokers Division is www.dbw.ca.gov/yacht.htm.

1.070 Dealer and Manufacturer Numbers (California Code of Regulations §190.08)

A vessel dealer or manufacturer may obtain a special series number for demonstrating or testing a vessel held in inventory which is not currently registered. The number is valid only during the period of test or demonstration and must not be permanently affixed to any vessel. These numbers are not transferable. The letter suffixes are as follows:

- Dealer: DA-DZ
- Manufacturer: MA-MY

EXAMPLE: CF1234DA

To obtain a dealer or manufacturer number, complete an Application for Boat Registration Number (BOAT 101A). Be certain to **circle** either Dealer or Manufacturer on the form. These numbers are issued only from Sacramento headquarters and **cannot** be issued over the phone. The application must show the dealer/manufacturer Board of Equalization account number. Mail the form with the required fee to:

Department of Motor Vehicles
Vessel Section MS E272
PO Box 942869
Sacramento, CA 94269-0001



See Chapter 3 for vessel registration fees.

1.075 Renewal of Dealer and Manufacturer Numbers

The dealer or manufacturer certificate of number expires every odd year on December 31. Applications for renewal of dealer or manufacturer certificate of number are mailed approximately 60 days prior to the December 31 expiration date. If the renewal fee is not paid by midnight December 31, a new application and fee are required.